

# CRO Set Aside Committee Meeting

Thursday August 11, 2011

10:00 a.m.

MARO Conference Room

Lansing, Michigan

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## Meeting Minutes

Committee Chairman David Price called the meeting to order

**Committee Members Present:** Butch Ellis, Genevieve Hayes, Laura Hischke, and David Price

**Guests Present:** Angie Kankula and Jo Sinha, Peckham; Kurtis Fraaza, MRC Industries; and David Bouck, Hope Network Services Corp.

Recording Secretary – Karen Stevens, MARO

### Review of May 11, 2011 minutes

**MOTION:** To approve the May 11, 2011 minutes as presented.

**Carried**

### Purchasing Update

Jeff Brownlee is the new Director of Purchasing.

The State would like to put the janitorial contract for the Cadillac Place in Detroit on Set Aside. There are several CROs in the area that will submit bids.

Genevieve reviewed language to include in public notices that conveys that goods or services will be set aside by the Committee if it determines that a CRO can provide equal goods or services at a fair market price. A fair market analysis will address concerns that a non-CRO company has put forward a “lowball” bid.

It is very important that we create and or update our processes. We will break it down by categories and Genevieve and David will review and create or update each category. Others from the committee may want to join them. The specific areas are: Open Meeting Act, Appeal Process, Conflict of Interest, Criteria, and How to process and evaluate requests. At the end we should have an updated manual. Hopefully by defining these processes we will eliminate wasting the CRO's and the Committee's time in discussing requests that do not fit the requirements.

Update on outstanding requests:

The State Hospital contracts are in the evaluation stage.

Bay City State Police Post will be a state-owned building, but they haven't even broken ground yet.

The 3 pending contracts are still pending, in the meantime Peckham continues to clean

The school systems are beginning to outsource their janitorial services. Laura is looking for a range of prices per square foot and or an approved vendor list. This may be an opportunity in the future.

### **Set Aside Requests**

A question was asked if the State is considering Total Facility Management. This would include janitorial, maintenance, lawn services, etc. NISH is doing this in several locations. Also E-Waste, disposal of computers etc. At this time disposal is being handled in house. Genevieve is going to look into both of these suggestions.

### **Public Comment**

Jo was wondering if there was going to be an opportunity for the CROs to come to the buyers. Every year in March there is a reverse trade show, which is held in different locations around the state. Also LAPPG (Lansing Area Public Purchasing Group) is holding one in October. David will get details and put it in the update. Genevieve will inquire if there is interest by the State's purchasing agents to hold our own.

### **Old Business**

We are starting to address the manual, it will be a long process but it will be well worth the effort. To date no one has received their appointment to the committee. We need to follow up on that with the Governor's office. There is an opening on the Committee for someone to represent the Commission on Disability Concerns. We need clarification on who would qualify for this position.

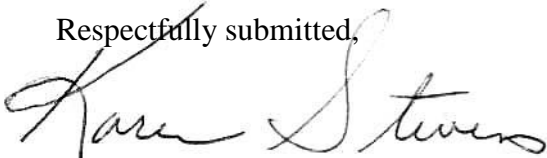
### **New Business**

None

**Next meeting is scheduled for Thursday, November 17, 2011 at 10:00 am, to be held at the MARO Office,**

Adjourned.

Respectfully submitted,



Karen Stevens  
Recording Secretary